

TRAINING OPPORTUNITIES

REV 3/2/2020

On-Demand Training

We are busy juggling work, family & other responsibilities, so it's understandable if we sometimes can't spare 60 minutes or more for a training session, no matter how informative or engaging it is. The On-Demand training sessions from the Employee Assistance program are (5-10 minutes) training modules which include fun, interactive features & help us build practical skills to deal with real-life challenges. Topics include Balancing Work & Life, Managing Personal Finances, Time Management Tools & Personal Health. Information can be found on the EAP web portal www.guidanceresources.com.

On-Going State Resource

| Date/Time | Course Title | Fee | Registration Contact | Location | Target Audience | Description/Purpose |
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| On-going Self-Paced | Harassment Prevention Training | \$0* | KS Human Rights Commission (KHRC) - Visit online at: http://www.da.ks.gov/ps/training/lectora%20harassment-2/ | Online | All Employees | This online course promotes an understanding & increased awareness of harassment, including sexual harassment. This presentation defines an inclusive workplace, reviews why an inclusive workplace is important, discusses workplace harassment, including sexual harassment, & provides guidance on what to do if you feel that you have been harassed. If you are a supervisor, this presentation reviews what you should do if you receive a report of harassment or witness harassment. |
| On-going Self-Paced | KS New Employee Orientation (ID #: 1051574) Successfully Dealing with Challenging Customers (ID #: 1069122) | \$0* | KS Department of Health & Environment (KDHE) and KS Department of Commerce - KS New Employee Orientation Successfully Dealing with Challenging Customers Visit KANSAS TRAIN at https://www.train.org/ks/ , register/login, & look up by Course ID# | Online | All Employees | <u>New Employee Orientation:</u> Provides necessary vital information to newly hired employees regarding benefits, policies, procedures & expectations. <u>Successfully Dealing with Challenging Customers:</u> This online course identifies reasons customers may appear unreasonable & what gets in the way of working with challenging customers. Describes the importance & best practices of effective communication with your customers. This online course is designed to equip employees with knowledge needed to work with challenging customers & best serve those customers effectively. |
| On-going Self-Paced | FMLA Supervisory Training | \$0* | KS Department of Administration (KDoA) - Visit online at: http://da.ks.gov/ps/training/fmla/ | Online | Supervisors | In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of FMLA law & practical guidance on its administration. More specifically, participants will learn how their role as a supervisor is important in ensuring proper management of the law. |
| On-going Self-Paced | FMLA Training for Employees | \$0* | KS Department of Administration (KDoA) - Visit online at: http://da.ks.gov/ps/training/employee_fmla5/ | Online | All Employees | In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of the FMLA law & how it applies to State employees. Participants will learn what might trigger a FMLA event, how they would apply for FMLA & what their responsibilities would be while on FMLA. |

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| On-going Self-Paced | <p>HIPAA Awareness (ID #: 1047429)</p> <p>HIPAA: Allowable Disclosures & Safeguards (ID #: 1072478)</p> <p>HIPAA: Right to Access & Documentation (ID #: 1072486)</p> | \$0* | <p>KS Department of Health & Environment (KDHE) -</p> <p>Visit KANSAS TRAIN at https://www.train.org/ks/, register/login, & look up by Course ID#</p> | Online | All Employees | <p><u>HIPAA Awareness:</u> After completing this online course, you will be able to explain the source of HIPAA, indicate two on-site HIPAA information sources & identify two HIPAA rules & two consequences of HIPAA violations.</p> <p><u>HIPAA: Allowable Disclosures & Safeguards:</u> After completing this online course, you will be able to determine possible Protected Health Information (PHI) & how to safeguard it. You will also be able to determine correct action related to incidental disclosure, define the minimum necessary information applicable to the job & determine correct actions, differentiate exempt disclosures from non-exempt Protected Health Information (PHI) & determine correct actions, respond correctly to information transmission format scenarios & locate a resource for further information.</p> <p><u>HIPAA: Right to Access & Documentation:</u> After completing this online course, you will be able to recognize that your organization has HIPAA forms & compliance officer. You will also be able to demonstrate concept mastery through scenario decision making & locate resources for further information.</p> |
| On-going Schedule by Appointment | Inappropriate Behavior & the Inclusive Workplace | \$0* | <p>KS Human Rights Commission (KHRC) -</p> <p>Ruth Glover at: Ruth.Glover@ks.gov</p> | By Appointment | All Employees | The presentation includes a definition of an inclusive workplace, a review of why an inclusive workplace is important, discussion of workplace harassment, including sexual harassment & behavior that, although it does not meet the definition of harassment, is still inappropriate in the workplace. Includes numerous examples of harassing behavior & inappropriate behavior. Includes a video on sexual harassment. Can include an optional quiz, acknowledgement of training form, and/or video on diversity. |
| On-going Schedule by Appointment | Records Management 101 | \$0* | <p>KS Historical Society (KSHS) -</p> <p>Megan Rohleder at: Megan.Rohleder@ks.gov or Ethan Anderson at: Ethan.Anderson@ks.gov</p> | By Appointment | Records Officers or Designees; All Employees | This course covers the basic information needed for records managers, Records Officers, or designees revising retention schedules for their agencies. The course also walks attendees through why records management is important, legal requirements, paper & electronic records, the State Records Board, & Electronic Records Committee. The course concludes with a hands on workshop designed to introduce attendees to revising & constructing retention schedules & helpful advice on how to start revisions of their agency's schedule. |
| On-going Schedule by Appointment | Shared Drive Clean Up | \$0* | <p>KS Historical Society (KSHS) -</p> <p>Megan Rohleder at: Megan.Rohleder@ks.gov or Ethan Anderson at: Ethan.Anderson@ks.gov</p> | By Appointment | All Employees | This course covers the basics of cleaning up an agency or division shared drive. The course walks attendees through the process of how to identify what records are in the shared drive, who created them, retention requirements & programs/software that will identify duplicate records & will clean up space for future use. The course will include a hands on demonstration of software used by the Historical Society in managing a shared drive. |

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| On-going Self- Paced | State Library - LearningExpress Library | \$0* | State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-Dubois@ks.gov | Online | All Employees | <p>LearningExpress Library is a system of online tutorials, eBooks & other materials funded & made available to all Kansans by the State Library of Kansas. State employees will be most interested in the software tutorials available in this product (certificate on completion), but please note this contains a “Center” for various learning audiences. Practice tests for the Praxis, Law Enforcement, ACT/GED/GRE & more occupational or entrance exams are available to all Kansans. Visit http://kslib.info/LEL & register for your personal account & use these materials.</p> <p>Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review</p> |
| On-going Self-paced | State Library - Universal Class | \$0* | State Library of Kansas (SLK) - Sarah Tenfelde-Dubois at: Sarah.Tenfelde-Dubois@ks.gov | Online | All Employees | <p>Universal Class is a system of online courses in over 500 topics, funded & made available to all Kansans by the State Library of Kansas. Join a full course for instructor interaction, assignments & Continuing Education credits upon completion; or just watch (audit) the lecture videos to brush up on a topic. Visit http://kslib.info/uclass & register for a personal account to join or audit a course.</p> <p>Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review</p> |
| On-going Self- Paced | The Employee Assistance Program (EAP) offering: Personal Counseling, Legal Advice & Discounts, Personal Money Management Advice, Work-Life Solutions & More! | \$0* | Employee Assistance Program (KDHE) - Courtney Payne at: cpayne@compsych.com | Online | All Employees | <p>CompPsych is the provider for the Employee Assistance Program (EAP) services for the State Employee Health Plan (SEHP). The EAP has Guidance Experts to give you someone to talk to, offer expert financial & legal advice when you need it, help you discover your best financial options, assist in finding elder & child care & even someone to delegate to help you with your "to-do" list. There are also monthly webinars, articles, podcasts, videos & e-books over popular work-life topics available at no cost.</p> <p>Call 1.888.275.1205 Option 1 or go online at www.guidanceresources.com (For first time users-Web ID: SOKEAP) to get access to timely, expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial & more.</p> |

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

March 2020 Course Information

| Date/Time | Course Title | Fee | Registration Contact | Location | Target Audience | Description/Purpose |
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| 3/17/2020 - 3/18/2020 - 8:30 AM to 4:30 PM | *FEATURED* Leadership & Supervisory Issues (LSI) | \$0* | KS Department for Children & Families (DCF) - Miranda Lang at: Miranda.Lang@ks.gov For accommodations/questions contact Katrina Kosmala at: Katrina.Kosmala@ks.gov or (785) 368-7037. | DCF DDS 2820 SW Fairlawn Topeka KS, Large Conference Training Room | Managers & Supervisors | This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving & Communication. Participants learn & practice new knowledge & skills for on-the-job application through activities completed in the classroom. |
| 3/4/2020 - 8:30 AM to 11:30 AM | 5 Dysfunctions of a Team | \$0* | KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov | Eisenhower State Office Building, East Tower Conference Rm | All Employees | This course teaches participants to understand the differences in how individuals work is a challenging process. Upon completion, participants will understand the difference in values, beliefs & morals of each employee that is assigned to the Agency. Participants will also learn to successfully work through the identified dysfunctions to create teams that are healthy, productive & functional. |
| 3/4/2020 - 8:30 AM to 3:30 PM | Outlook 2016 Level 2 | \$60 | KS Department of Transportation (KDOT) - Computer Training Component at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993 | Eisenhower State Office Building | All Employees | Participants will customize the Outlook environment via the Ribbon, Quick Access toolbar, to-do bar & reading pane; create groups, shortcuts & address books; customize email options, set alerts & use voting buttons; use/customize instant search of the inbox, all folders, contacts, tasks & calendar; use categories, rules & automatic reply messages; use advanced methods of setting up, organizing/moving items within folders & sub-folders (including folder clean- up & deletion of folders). Participants will also create, delete & use public folders & learn to post/delete items within public folders. |
| 3/4/2020 - 9:00 AM to 3:00 PM | Learning to Lead | \$0* | KS Department of Administration (DofA) - Craig Kibbe at: Craig.Kibbe@ks.gov | Landon State Office Building, Conference Rm 509 | Non- Supervisory Employees | This course is designed for employees who are not currently in a leadership role, but hope to be someday. You will be walked through a process you can use to grow & equip yourself, so you can be in a position to lead before you find yourself in a leadership position. Topics include identifying your personal leadership identity, developing a personal credo, looking at the leadership characteristics needed for the future & discovering the personal values that influence your attitudes & behavior. |
| 3/4/2020 - 1:00 PM to 4:00 PM | Accountability Matters: Can We Count on You? | \$0* | KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov | Eisenhower State Office Building, East Tower Conference Rm | All Employees | This course challenges participants to explore the practical application of "accountability" in the workplace. We are all accountable - to the traveling public as well as to the person at the next desk or workstation. It is important to take ownership of our work, commit to doing it right, and on time. In addition, it's also important to help our co-workers succeed at their task as appropriate. |

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| 3/5/2020 - 8:30 AM to 9:30 AM | Kansas Governmental Ethics | \$0* | KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov | Eisenhower State Office Building, East Tower Conference Rm | All Employees | This course will introduce state employees to the State's Ethics laws governing meals, gifts, entertainment & travel. Participants will learn how these laws apply to them & their workplace, understand the ethical guidelines/laws that each state employee must follow will ensure their continued success & productivity without fear of reprisals or violating the law. After attending the course, certificates of completion can be emailed upon request. |
| 3/5/2020 - 8:30 AM to 3:30 PM | PowerPoint 2016 Level 2 | \$60 | KS Department of Transportation (KDOT) - Computer Training Component at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993 | Eisenhower State Office Building | All Employees | In this course, participants will learn how to create/modify templates, build a customer slide master, insert multimedia elements, learn advanced techniques for working with charts, tables, clip art & drawing tools. Participants will also add/modify action buttons, use advanced delivery techniques, customize/create toolbars & create macros. |
| 3/5/2020 - 10:30 AM to 11:30 AM | Kansas Governmental Ethics | \$0* | KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov | Eisenhower State Office Building, East Tower Conference Rm | All Employees | This course will introduce state employees to the State's Ethics laws governing meals, gifts, entertainment & travel. Participants will learn how these laws apply to them & their workplace, understand the ethical guidelines/laws that each state employee must follow will ensure their continued success & productivity without fear of reprisals or violating the law. After attending the course, certificates of completion can be emailed upon request. |
| 3/5/2020 - 10:30 AM to 11:30 AM | Staying Young Through the Years | \$0* | KS Department of Administration (DofA) and ComPsych - Register online at: https://www.surveymonkey.com/r/StayingYoung | Landon State Office Building, Conference Rm 509 | All Employees | This course identifies the most important things you can do to stay young for the rest of your life & offers practical ways of initiating those changes. Upon completion, participants will be able to describe the effects of aging on your body & mind, identify common lifestyle choices which result in premature aging & illness, identify 3 most important things you need to avoid to remain young & vital as you age. |
| 3/10/2020 - 8:30 AM to 9:30 AM | Kansas Governmental Ethics | \$0* | KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov | KDOT District 3, Area 3 1811 Frontier Rd, Hays KS | All Employees | This course will introduce state employees to the State's Ethics laws governing meals, gifts, entertainment & travel. Participants will learn how these laws apply to them & their workplace, understand the ethical guidelines/laws that each state employee must follow will ensure their continued success & productivity without fear of reprisals or violating the law. After attending the course, certificates of completion can be emailed upon request. |

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| 3/10/2020 - 8:30 AM to 11:30 AM | Myers-Briggs Type Indicator (RVHR1000) | \$50 | KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov | Zibell Building, 300 SW 29th Honeybee Rm Topeka | All Employees | This course provides participants with an understanding of the purpose & benefits of the Myers-Briggs Type Indicator (MBTI) inventory as well as understanding their own MBTI personality type. During this course, participants will have an opportunity to complete the inventory, receive computer-scored results, receive an interpretation & compare their results with a self-assessment. The Myers-Briggs Type Indicator instrument is the most widely used & respected personality inventory in history. We can depend on this assessment when making important business, career, or personal decisions. The MBTI inventory helps you improve work & personal relationships, increase productivity & identify leadership & interpersonal communication preferences. The standard assessment uses 93 items to determine your preferences on 4 scales: Extraversion - Introversion Sensing - Intuition Thinking - Feeling Judging - Perceiving The MBTI classifies 16 different ways that we relate to each other & provides powerful insights into our own communication styles & the communication styles of others. |
| 3/10/2020 - 10:30 AM to 11:30 AM | Kansas Governmental Ethics | \$0* | KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov | KDOT District 3, Area 3 1811 Frontier Rd, Hays KS | All Employees | This course will introduce state employees to the State's Ethics laws governing meals, gifts, entertainment & travel. Participants will learn how these laws apply to them & their workplace, understand the ethical guidelines/laws that each state employee must follow will ensure their continued success & productivity without fear of reprisals or violating the law. After attending the course, certificates of completion can be emailed upon request. |
| 3/10/2020 - 1:30 PM to 4:30 PM | How Full Is Your Bucket? | \$0* | KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov | KDOT District 3, Area 3 1811 Frontier Rd, Hays KS | All Employees | This course addresses how to define, identify & minimize negativity in the workplace. Based on the book "How Full Is Your Bucket", by Tom Rath & Donald Clifton, participants will learn the theory of the bucket & the dipper to in this fresh & interactive classroom experience suitable for all State employees. |
| 3/11/2020 - 8:30 AM to 11:30 AM | Performance Management Process (PMP) | \$0* | KS Department of Administration (DofA) - Register online at: https://www.surveymonkey.com/r/PM_PMarch2020 | Landon State Office Building, Conference Room 560 | Supervisors | This course reviews the entire Performance Management Process (PMP) from planning to reviewing & appraising. The course covers how to create meaningful task objectives & competencies. The workshop touches on special reviews, how to prepare good documentation, the progressive discipline model & regulations that support the process. This is the perfect workshop for new supervisors or those looking for a thorough review. |
| 3/11/2020 - 8:30 AM to 11:30 AM | 5 Dysfunctions of a Team | \$0* | KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov | KDOT District 3, Area 3 1811 Frontier Rd, Hays KS | All Employees | This course teaches participants to understand the differences in how individuals work is a challenging process. Upon completion, participants will understand the difference in values, beliefs & morals of each employee that is assigned to the Agency. Participants will also learn to successfully work through the identified dysfunctions to create teams that are healthy, productive & functional. |

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| 3/11/2020 - 1:00 PM to 4:00 PM | Oh Snap! You Did Exactly What I Told You To Do | \$0* | KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov | KDOT District 3, Area 3 1811 Frontier Rd, Hays KS | All Employees | This course examines communication practices in the workplace, how they impact an organization's vision, mission & values. Participants will explore four types of communication barriers & the sender/receiver roles in the transfer of information. Hands on activities in this course will help engage that visual, auditory & kinesthetic learner to better understand communication & employee performance. |
| 3/12/2020 - 8:30 AM to 11:30 AM | The 5 Waves of Trust | \$0* | KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov | KDOT District 3, Area 3 1811 Frontier Rd, Hays KS | All Employees | Great leaders don't dictate, they influence. And influence comes from a leader's ability to engender creditability & inspire people to both believe them & believe in them. 8 videos embedded in the PowerPoint presentation create trustworthy leaders for whom team member readily volunteer their best efforts. This course is based on the premise that there are 5 layers of trust in the workplace to which leaders must be attuned: Self Trust, Relationship Trust, Organizational Trust, Market Trust & Societal Trust. |
| 3/17/2020 - 8:30 AM to 11:30 AM | Coping with Stress (RVHR1503) | \$0* | KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov | Zibell Building, 300 SW 29th Honeybee Rm Topeka | All Employees | Stress is a common feeling we all experience at times. Some stress is good for us & helps us to perform our best. But when we are under too much stress for too long, our performance decreases & our overall health & wellbeing is affected. This interactive course will help you identify & manage stress, set limits, problem-solve & engage in self-care. |
| 3/17/2020 - 8:30 AM to 11:30 AM | Gung Ho | \$0* | KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov | Eisenhower State Office Building, East Tower Conference Rm | All Employees | Getting employees to care about their work is not always an easy task. Gung Ho! provides three important principles for motivating employees & increasing overall productivity. This course is designed to help learners focus on understanding the importance of inspiring others in the way they lead. This course will enable participants to have a clear understanding as to how they positively or negatively influence work environments & challenge themselves to seek out new ways of improving service delivery & quality service. |
| 3/17/2020 - 12:30 PM to 4:30 PM | Taking Charge of Change | \$0* | KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov | Eisenhower State Office Building, East Tower Conference Rm | All Employees | This course helps participants understand the dynamics of change & the human response to change. Participants will learn what causes us to resist change & our emotional reaction to change. Participants are presented with strategies for managing change. |
| 3/17/2020- 3/18/2020 - 8:30 AM to 3:30 PM | Access 2016 Level 2 | \$80 | KS Department of Transportation (KDOT) - Computer Training Component at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993 | Eisenhower State Office Building | All Employees | In this course, participants will normalize tables, set table relationships, implement referential integrity between related tables, create a lookup list field, modify lookup field properties & use a subdatasheet to add data to related tables. Participants will also create join queries, create calculated fields in a query, use queries to view summarized & group data, add unbound controls, graphics, calculated fields & a combo box to a form. |

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| 3/17/2020- 3/19/2020 - 8:30 AM to 4:30 PM | Emotional Intelligence | \$350 | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://oits.ks.gov/kito/epmo/kito-project-management-training | Nickell Armory 288 SW Topeka Blvd Topeka | Project Managers | Participants will be introduced to the basic concepts of emotional intelligence & will learn how to apply them to their project goals. Participants will learn to evaluate themselves, their project teams & their stakeholders. Participants will also be able to utilize the concepts in order to lead a high-functioning team project success. |
| 3/18/2020 - 11:00 AM to 12:00 PM | Are You Financially on Track for Retirement? | \$0* | KS Department of Health & Environment (KDHE) & ComPsych - Register online at: https://register.gotowebinar.com/register/2273418814809830915 | Online Webinar | All Employees | One of the top financial goals for individuals & couples is to be financially secure in retirement. This goal is not one that can be planned for in just the last few years leading up to the planned retirement date, but must be set & have milestones identified throughout the different stages of life. There are many "rules of thumb" or theories on the proper amount and type of savings & investments one should have in setting aside money for retirement, but in reality, there is not one plan or solution that fits everyone. |
| 3/19/2020 - 8:30 AM to 2:30 PM | Excel 2016 Level 2 | \$60 | KS Department of Transportation (KDOT) - KDOT Computer Training Component at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993 | Eisenhower State Office Building | All Employees | In this course participants will work with concepts such as consolidating data, creating a workspace, adding comments to cells & workbooks, define and apply cell & range names, create & manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists & create and format a table. Participants will also save a worksheet as a Web page, use the AutoRepublish feature, insert & edit hyperlinks in worksheets & send a workbook via e-mail. |
| 3/24/2020- 3/26/2020 - 8:30 AM to 3:30 PM | Crystal Reports Writer Level 2 | \$400 | KS Department of Transportation (KDOT) - Computer Training Component at: kdot.kctc@ks.gov <i>or</i> Ingrid Vandervort at: (785) 296-8993 | Eisenhower State Office Building | All Employees | This 3-day course is designed for experienced Crystal Report users. The intent of the course is to increase the design skills & expand into the expert features & powerful functionality of Crystal Reports. This course delves into the most complex techniques used for creating reports & solving reporting problems, as well as hands-on practice time with formula solutions. |
| 3/24/2020 - 1:00 PM to 3:00 PM | Ouch! That Stereotype Hurts for Employees | \$0* | KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov | KDOT District 5, 1221 W 4th Hutchinson, KS | All Employees | This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as state employees is complex whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job & in the end it will determine our success. Participants will explore the meaning of Cultural Diversity, reflect on what diversity means to us individually & explore different ways we form opinions about other people & how these opinions can impact our communication styles & behavior in a positive or negative way. |

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| 3/24/2020 - 3:30 PM to 4:30 PM | Kansas Governmental Ethics | \$0* | KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov | KDOT District 5, 1221 W 4th Hutchinson, KS | All Employees | This course will introduce state employees to the State's Ethics laws governing meals, gifts, entertainment & travel. Participants will learn how these laws apply to them & their workplace, understand the ethical guidelines/laws that each state employee must follow will ensure their continued success & productivity without fear of reprisals or violating the law. After attending the course, certificates of completion can be emailed upon request. |
| 3/25/2020 - 8:30 AM to 11:30 AM | The 5 Waves of Trust | \$0* | KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov | KDOT District 5, 1221 W 4th Hutchinson, KS | All Employees | Great leaders don't dictate, they influence. And influence comes from a leader's ability to engender creditability & inspire people to both believe them & believe in them. 8 videos embedded in the PowerPoint presentation create trustworthy leaders for whom team member readily volunteer their best efforts. This course is based on the premise that there are 5 layers of trust in the workplace to which leaders must be attuned: Self Trust, Relationship Trust, Organizational Trust, Market Trust & Societal Trust. |
| 3/25/2020 - 12:30 PM to 4:30 PM | Pushing Past Your Limits | \$0* | KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov | KDOT District 5, 1221 W 4th Hutchinson, KS | All Employees | This course is designed to help employees identify their self-imposed boundaries or "limitations" & break through to greater achievement. It will allow employees to recognize their weakness & identify their strengths & use them appropriately to be more productive & successful. |
| 3/26/2020 - 8:30 AM to 11:30 AM | Expressing Yourself with Skill | \$0* | KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov | Zibell Building, 300 SW 29th Honeybee Rm Topeka | All Employees | Though conflict is viewed by many individuals & organizations as something that should be avoided, conflict is a natural result of working together. The key to maintaining positive working relationships is using the conflict that occurs in a positive way. It is only when individuals are allowed to draw out & value different points of view & discuss them in an open atmosphere that conflict becomes a successful ingredient in the workplace. In order to do this, it is helpful for employees to learn about positive communication. This course provides associates & supervisors the tools to Express Yourself with Skill. |
| 3/26/2020 - 8:30 AM to 11:30 AM | Oh Snap! You Did Exactly What I Told You To Do | \$0* | KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov | KDOT District 5, 1221 W 4th Hutchinson, KS | All Employees | This course examines communication practices in the workplace, how they impact an organization's vision, mission & values. Participants will explore four types of communication barriers & the sender/receiver roles in the transfer of information. Hands on activities in this course will help engage that visual, auditory & kinesthetic learner to better understand communication & employee performance. |
| 3/26/2020 - 8:30 AM to 4:30 PM | Tools for Crucial Conversations (T4CC) | \$0* | KS Department for Children & Families (DCF) - Miranda Lang at: Miranda.Lang@ks.gov For accommodations/questions contact Katrina Kosmala at: Katrina.Kosmala@ks.gov or (785) 368-7037. | DCF DDS 2820 SW Fairlawn Topeka KS, Large Conference Training Room | Managers & Supervisors | Participants will be introduced to modes & tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive & intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit & joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting & monitoring clear expectations of performance based upon customer-centered services & workforce efficiencies. |

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| 3/26/2020 - 12:30 PM to 3:30 PM | How Full Is Your Bucket? | \$0* | KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov | KDOT District 5, 1221 W 4th Hutchinson, KS | All Employees | This course addresses how to define, identify & minimize negativity in the workplace. Based on the book "How Full Is Your Bucket", by Tom Rath & Donald Clifton, participants will learn the theory of the bucket & the dipper to in this fresh & interactive classroom experience suitable for all State employees. |
| 3/27/2020 - 9:00 AM to 5:00 PM | Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865) | \$0* | KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID# | Curtis State Office Building, Conference Rm 530 | All Employees | This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. NOTE: KDHE CANNOT provide any certifications until July 1st, 2020. Please contact Michael McNulty at Mike.McNulty@ks.gov , for any certification questions. |
| 3/31/2020 - 8:30 AM to 3:30 PM | Excel 2016 Level 3 | \$60 | KS Department of Transportation (KDOT) - KDOT Computer Training Component at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993 | Eisenhower State Office Building | All Employees | In this course, participants will summarize worksheet data by creating automatic subtotals, use the Data Validation feature to validate data entered in cells, use database functions to summarize list values that meet the criteria participants specify & use data forms to add data. Participants will also use the PivotTable & PivotChart wizard to create a PivotTable for analyzing & comparing large amounts of data, change PivotTable view by moving fields & hiding & showing details, improve the appearance of a PivotTable by changing its field settings & applying a format & create a PivotTable to graphically display data from a PivotTable. Upon completion, participants will be able to export/import data from/to Excel to a text file, import XML data into a workbook, export data from a workbook to a XML data file, use Microsoft Query & the Web Query feature to import data from external databases. |

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

April 2020 Course Information

| Date/Time | Course Title | Fee | Registration Contact | Location | Target Audience | Description/Purpose |
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| 4/1/2020- 4/2/2020 - 8:30 AM to 4:30 PM | Access 2016 Level 3 | \$80 | KS Department of Transportation (KDOT) - KDOT Computer Training Component at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993 | Eisenhower State Office Building | All Employees | In this course participants will use SQL statements & examine them in Access, write SQL statements to create queries & attach an SQL statement to a command button, create crosstab queries to summarize grouped data, create parameter queries to view results based on specified criteria & create action queries to add/delete/modify data in tables & to create new tables. Participants will also create/run macros to automate tasks & attach macros to the events of database objects, create data validation & data-entry macros, create macros that run parameter queries, create the AutoKeys & AutoExec macros & create macros to import/export database objects. Upon completion, participants will import Access objects into an active database from another Access database & Excel, export objects from one active database to another Access database, export/import XML documents. |

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| 4/7/2020- 4/8/2020 - 8:30 AM to 3:30 PM | Visio Basics | \$60 | KS Department of Transportation (KDOT) - KDOT Computer Training Component at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993 | Eisenhower State Office Building | All Employees | This course is designed for people with little to zero Visio experience. Participants will learn to navigate in a file, work with stencils, select & resize objects, draw & reshape objects, plan a flowchart, create a simple organizational chart, format text/text blocks, create network, rack & brainstorm diagrams, use print features & more. |
| 4/7/2020 - 1:00 PM to 4:00 PM | Kansas Project Management Methodology Executive Overview | \$0 | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://oits.ks.gov/kito/epmo/kito-project-management-training | Nickell Armory 288 SW Topeka Blvd Topeka | Project Managers | This course introduces participants to the State of Kansas Project Management Methodology (PMM). Participants will learn how Project Management Methodology evolved in the State of Kansas. The course is designed to provide an understanding of project concepts, roles & responsibilities, the planning process & project phases. Participants will learn the purpose of PMM and the importance of it to a project's success. The course also covers the importance of the roles and responsibilities of each team member on the project. Lastly, participants will be walked through all of the documentation that is submitted during planning, execution & close-out. |
| 4/6/2020 - 10:00 AM to 11:30 AM | Stop the Bleed (ID: 1081985) | \$0* | KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID# | Curtis State Office Building, Conference Rm 530 | All Employees | Massive bleeding from any cause but particularly from an active shooter or explosive event where a response is delayed can result in death. Similar to how the general public learns & performs CPR, the public must learn proper bleeding control techniques, including how to use their hands, dressings & tourniquets. Victims can quickly die from uncontrolled bleeding, within five to 10 minutes. |
| 4/9/2020 - 10:30 AM to 11:30 AM | Becoming a Better Listener | \$0* | KS Department of Administration (DofA) and ComPsych - Register online at: https://www.surveymonkey.com/r/BetterListener | Landon State Office Building, Conference Rm 509 | All Employees | Statistics show that people remember only half of what they hear, even moments after they've heard it. Surprising? The fact is that while most of us like to think we're good listeners, almost everyone needs to improve their listening skills. This course offers a fresh approach to this common problem. Upon completion, participants will be able to describe the following: what it means to be a good listener, barriers to effective listening & identify four levels of listening. |
| 4/13/2020 - 9:30 AM to 12:00 PM | Kansas Active Shooter Mitigation - KASM (ID: 1080936) | \$0* | KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID# | Curtis State Office Building, Conference Room 530 | All Employees | This course provides staff information & knowledge to address an active shooter or other violent act to help assure their safety. Participants will learn actions to take in response to an active shooter or other violent situation. This course is consistent with the KDHE security measures & internal directives. |

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| 4/14/2020 - 8:30 AM to 3:30 PM | Word 2016 Level 1 | \$60 | KS Department of Transportation (KDOT) - KDOT Computer Training Component at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993 | Eisenhower State Office Building | All Employees | This course will explore the Word environment. Participants will create/save/close documents, use the Help system, navigate in a document, use some of Word's automated tasks, use basic editing techniques & use the undo/redo commands. Participants will also select/copy/move text, use the find/replace commands to modify document text, change the appearance of a document by: applying character formats by setting tabs, aligning paragraphs, creating lists, setting paragraph indents & line spacing. |
| 4/15/2020 - 8:30 AM to 3:30 PM | Excel 2016 Level 1 | \$60 | KS Department of Transportation (KDOT) - KDOT Computer Training Component at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993 | Eisenhower State Office Building | All Employees | Participants in this course will identify the main components of the Excel window & an Excel workbook. Participants will use the Help feature, format text, numbers, data rows & columns. Participants will also create sum, average, min/max count functions using the AutoSum feature. In addition, participants will create formulas that add, multiply & divide, insert & format charts. This course will also cover preview & control page set-up options, print a worksheet & specific area of a worksheet. |
| 4/15/2020- 4/16/2020 - 8:30 AM to 4:30 PM | Leadership & Supervisory Issues (LSI) | \$0* | KS Department for Children & Families (DCF) - Miranda Lang at: Miranda.Lang@ks.gov For accommodations/questions contact Katrina Kosmala at: Katrina.Kosmala@ks.gov or (785) 368-7037. | DCF DDS 2820 SW Fairlawn Topeka KS, Large Conference Training Room | Managers & Supervisors | This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving & Communication. Participants learn & practice new knowledge & skills for on-the-job application through activities completed in the classroom. |
| 4/16/2020 - 8:30 AM to 3:30 PM | Outlook 2016 Level 1 | \$60 | KS Department of Transportation (KDOT) - KDOT Computer Training Component at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993 | Eisenhower State Office Building | All Employees | Participants in this course will learn how to configure an email account, read, create & send messages & work with file attachments. Participants will also learn how to organize messages, set delivery options, print messages, set up a mail merge, work with contacts & tasks, use the calendar & manage their Outlook folders. |
| 4/16/2020 - 11:00 AM to 12:00 PM | School's Out: Getting Everyone Through the Summer | \$0* | KS Department of Health & Environment (KDHE) & ComPsych - Register online at: https://register.gotowebinar.com/register/7604846244293902595 | Online Webinar | All Employees | It is summertime, & school is out! For many people, summer conjures images of lazy, relaxing days at the beach. However, for many working families, summer brings the challenges of balancing the demands of adult work schedules with the desire to provide safe, fun activities for children. This webinar offers several ideas on summer activities & provides practical suggestions on how to keep your kids safe while you're at work. |

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| 4/23/2020 - 8:30 AM to 11:30 AM | Business Writing Workshop (RVHR1303) | \$0* | KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov | Zibell Building, 300 SW 29th Honeybee Rm Topeka | All Employees | Whether your customers are external or internal to the organization, building customer relations starts with effective customer correspondence. If your customer correspondence entails giving instructions, handling complaints or refusing requests, this workshop is for you. In this workshop, participants learn strategies for producing effective customer letters by focusing on reader analysis, content development, organization & readability. This course looks at writing from a value-added approach. This is not a grammar course. |
| 4/28/2020 - 8:30 AM to 2:30 PM | Excel 2016 Level 2 | \$60 | KS Department of Transportation (KDOT) - KDOT Computer Training Component at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993 | Eisenhower State Office Building | All Employees | In this course participants will work with concepts such as consolidating data, creating a workspace, adding comments to cells & workbooks, define and apply cell & range names, create and manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists & create and format a table. Participants will also save a worksheet as a Web page, use the AutoRepublish feature, insert & edit hyperlinks in worksheets and send a workbook via e-mail. |
| 4/28/2020 - 8:00 AM to 4:00 PM | KS Human Rights Employment & Human Resources Seminar | \$85 | KS Human Rights Commission (KHRC) - Ruth Glover at: Ruth.Glover@ks.gov or (785) 296-3206 | Ramada Convention Center, Downtown Topeka | All Employees | Save the date of April 28th for the Kansas Human Rights Commission Employment Law & Human Resources Seminar! Stay tuned for additional information as we fill the agenda with expert speakers addressing the hottest topics in employment law & human resources! Receive an overview of the latest developments in employment law or participate in an attorney ethics credit. This affordable seminar is perfect for solving the HR/employment law puzzle. It will be applying for accreditation for the HR Certification Institute, and ethics/professionalism credit through the Kansas Continuing Legal Education Commission and Missouri Bar. Check www.khrc.net in mid-March for updates as we finalize seminar details. |
| 4/29/2020 - 8:30 AM to 3:30 PM | Word 2016 Level 2 | \$60 | KS Department of Transportation (KDOT) - KDOT Computer Training Component at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993 | Eisenhower State Office Building | All Employees | This course will go over how to create and format sections in a document, create multiple columns & sort text in columns. Participants will work with tables by formatting the cell text, resizing rows & columns, adding borders & shading, using the Table Auto Format command & drawing a table, import Excel data into Word tables, use formulas to perform calculations and link & embed Excel data. Participants will also create & modify styles to format text and to set up & use different views, including Outline view, the Document Map pane and thumbnails, create & manipulate Headers & Footers, working with Styles, creating labels & envelopes and work with Graphics Revisions in a document. |

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| 4/29/2020-4/30/2020 - 8:30 AM to 3:30 PM | Access 2016 Level 4 | \$80 | KS Department of Transportation (KDOT) - KDOT Computer Training Component at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993 | Eisenhower State Office Building | All Employees | In this course participants will learn about the VBA development environment, create modules, function procedures, work with objects, properties & event. Participants will also learn about variables & constants, work with expressions & statements, work with control of flow structures, understand errors & debug code. |
| 4/30/2020 - 8:30 AM to 3:30 PM | Outlook 2016 Level 2 | \$60 | KS Department of Transportation (KDOT) - KDOT Computer Training Component at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993 | Eisenhower State Office Building | All Employees | In this course participants will customize the Outlook environment via the Ribbon, Quick Access Toolbar, To-Do Bar and Reading Pane, create groups, shortcuts & address books, customize email options, set alerts & use voting buttons. Participants will also use and customize instant search of the Inbox, all folders, Contacts, Tasks & Calendar, use categories, rules & automatic Reply messages, use advanced methods of setting up, organizing and moving items within folders & sub-folders (including folder clean-up & deletion of folders), create, delete and use public folders & learn to post and delete items within public folders. |

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

May 2020 Course Information

| Date/Time | Course Title | Fee | Registration Contact | Location | Target Audience | Description/Purpose |
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| 5/1/2020 - 10:30 AM to 11:30 AM | Great Minds | \$0* | KS Department of Administration (DofA) - Craig Kibbe at: Craig.Kibbe@ks.gov | Landon State Office Building, Conference Rm 560 | All Employees | Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend. |
| 5/5/2020-5/6/2020 - 8:30 AM to 3:30 PM | Access 2016 Level 1 | \$60 | KS Department of Transportation (KDOT) - KDOT Computer Training Component at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993 | Eisenhower State Office Building | All Employees | This course will enable participants to organize data efficiently by using a database management system, open Access database & use the Help feature. Participants will plan/create a database, use datasheet & design view, create/work in tables, modify a table's design, use the Find feature & spell checker. Participants will also sort, filter & delete records, set field properties, create input masks, set validation rules, create single/multiple-field indices, create queries - sort/filter results, modify & perform operations. |
| 5/5/2020-5/6/2020 - 8:30 AM to 3:30 PM | Crystal Reports Writer Level 1 | \$270 | KS Department of Transportation (KDOT) - KDOT Computer Training Component at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993 | Eisenhower State Office Building | All Employees | This course is designed for new users of Crystal Reports 2016. Some of the topics covered include a review of the software features, report design & the creation of presentation quality reports. |

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| 5/5/2020-5/6/2020 - 8:30 AM to 4:30 PM | Mastering the Interview & Gathering of Project Requirements | \$245 | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://oits.ks.gov/kito/epmo/kito-project-management-training | Nickell Armory 288 SW Topeka Blvd Topeka | Project Managers | This course will teach participants how to analyze the information & expedite the desired goals, objectives & outcomes given by the customer. Participants will understand how to move beyond the gathering of basic or surface level requirements discussed by the customer to those which are detailed & measurable & needed for project success. |
| 5/5/2020-5/7/2020 - 8:30 AM to 4:30 PM | Training of Trainers | \$0* | KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov | Eisenhower State Office Building, East Tower Conference Rm | All Employees | This course is designed to teach participants how to apply proven & successful training concepts & understand the value in creating a Trainer's Guide, Learner's Guide, PowerPoint slideshow & any other additional training aides relevant in order to support the trainer & provide a conducive learning experience for the participant. During this course they will learn the advantages of working with the ADDIE model, identify the difference of Andragogy & Pedagogy, gain knowledge of the benefits of understanding the different learning styles & use Blooms Taxonomy to help design powerful yet attainable objectives for their new curriculum. It will expose them to specific do's & don't(s) for facilitators & give them an opportunity to use all of these skills when they design & facilitate a mini-training session for their peers. |
| 5/7/2020 - 8:30 AM to 3:30 PM | ArcGIS Online | \$60 | KS Department of Transportation (KDOT) - KDOT Computer Training Component at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993 | Eisenhower State Office Building | All Employees | What is ArcGIS Online? It's accessing online & adding data. In this course participants will create a web map & analysis data, share data, use an existing map & get to know the mapping functions. Participants will also use the drawing order, legend formatting, Basemap, add layers, change style, analyze, save & share. |
| 5/12/2020 - 8:30 AM to 3:30 PM | Excel 2016 Level 3 | \$60 | KS Department of Transportation (KDOT) - KDOT Computer Training Component at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993 | Eisenhower State Office Building | All Employees | In this course participants will learn how to summarize worksheet data by creating automatic subtotals, use the Data Validation feature to validate data entered in cells, use database functions to summarize list values that meet the criteria you specify and use data forms to add data. Use the PivotTable and PivotChart Wizard to create a PivotTable for analyzing & comparing large amounts of data, change PivotTable view by moving fields and by hiding & showing details, improve the appearance of a PivotTable by changing its field settings & applying a format, create a PivotChart to graphically display data from a PivotTable. Export data from Excel to a text file & import data from a text file into an Excel workbook, Import XML data into a workbook & export data from a workbook to an XML data file and use Microsoft Query & the Web query feature to import data from external databases. |

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| 5/13/2020 - 8:30 AM to 3:30 PM | Word 2016 Level 3 | \$60 | KS Department of Transportation (KDOT) - KDOT Computer Training Component at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993 | Eisenhower State Office Building | All Employees | In this course participants will learn how to mail merge, create forms, work with & run macros. Participants will also create a master document, table of contents, footnotes, endnotes & cross-references. |
| 5/13/2020- 5/14/2020 - 8:30 AM to 4:30 PM | Leadership & Supervisory Issues (LSI) | \$0* | KS Department for Children & Families (DCF) - Miranda Lang at: Miranda.Lang@ks.gov For accommodations/questions contact Katrina Kosmala at: Katrina.Kosmala@ks.gov or (785) 368-7037. | DCF DDS 2820 SW Fairlawn Topeka KS, Large Conference Training Room | Managers & Supervisors | This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving & Communication. Participants learn & practice new knowledge & skills for on-the-job application through activities completed in the classroom. |
| 5/20/2020- 5/21/2020 - 8:30 AM to 4:30 PM | Excel 2016 Level 4 | \$80 | KS Department of Transportation (KDOT) - KDOT Computer Training Component at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993 | Eisenhower State Office Building | All Employees | In this course participants will record & edit macros, use the Visual Basic Editor, create sub/function procedures, understand objects, properties, methods & events. Participants will also work with variables & understand data types, work with control of flow structures, design user forms, work with controls, control pivot tables programmatically & use debugging tools. |
| 5/20/2020 - 11:00 AM to 12:00 PM | Mental Health Awareness | \$0* | KS Department of Health & Environment (KDHE) & ComPsych - Register online at: https://register.gotowebinar.com/register/2128902304992648195 | Online Webinar | All Employees | At one time or another, everyone experiences symptoms of mental illness. Too frequently the response to such symptoms in the workplace is confusion, fear, judgment, avoidance & outright rejection. This leads to a worsening of symptoms & a deterioration of performance. This webinar is designed to reduce the stigma associated with mental illness & to promote ways of supporting one another in the workplace. The webinar will address signs & symptoms of distress & effective ways of providing support for co-workers. The webinar also will include exercises to develop these skills. |
| 5/21/2020 - 10:30 AM to 11:30 AM | When Someone You Love Has Alzheimer's | \$0* | KS Department of Administration (DofA) and ComPsych - Register online at: https://www.surveymonkey.com/r/WhenSomeone | Landon State Office Building, Conference Rm 509 | All Employees | When a loved one is diagnosed with Alzheimer's disease the impact on family & caregivers is enormous. This course will address some of the basic considerations involved in caring for & communicating with a loved one who has Alzheimer's disease. This course will cover some of the basic facts of the disease along with the unique challenges & stress it brings to the family. Upon completion, participants will be able to identify the basic facts/course of Alzheimer's disease, describe ways of helping your loved one to cope with behavior problems & identify ways of coping with the severe stress associated with care giving for a loved one with Alzheimer's. |

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| 5/22/2020 - 9:00 AM to 5:00 PM | Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865) | \$0* | KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID# | Curtis State Office Building, Conference Rm 530 | All Employees | This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. NOTE: KDHE CANNOT provide any certifications until July 1st, 2020. Please contact Michael McNulty at Mike.McNulty@ks.gov , for any certification questions. |
| 5/27/2020 - 8:30 AM to 4:30 PM | PowerPoint 2016 Level 1 | \$60 | KS Department of Transportation (KDOT) - KDOT Computer Training Component at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993 | Eisenhower State Office Building | All Employees | This course teaches employees how to create, modify, format, build/run PowerPoint slideshows as well as use WordArt, AutoShapes, ClipArt & graphic objects. Participants will learn about the PowerPoint toolbars, use the clipboard task pane & create tables using tabs. Participants will also learn to use the Slide transition task pane. |

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

June 2020 Course Information

| Date/Time | Course Title | Fee | Registration Contact | Location | Target Audience | Description/Purpose |
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| 6/8/2020 - 10:00 AM to 11:30 AM | Stop the Bleed (ID: 1081985) | \$0* | KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID# | Curtis State Office Building, Conference Rm 530 | All Employees | Massive bleeding from any cause but particularly from an active shooter or explosive event where a response is delayed can result in death. Similar to how the general public learns & performs CPR, the public must learn proper bleeding control techniques, including how to use their hands, dressings & tourniquets. Victims can quickly die from uncontrolled bleeding, within five to 10 minutes. |
| 6/11/2020 - 8:30 AM to 4:30 PM | Tools for Crucial Conversations (T4CC) | \$0* | KS Department for Children & Families (DCF) - Miranda Lang at: Miranda.Lang@ks.gov For accommodations/questions contact Katrina Kosmala at: Katrina.Kosmala@ks.gov or (785) 368-7037. | DCF DDS 2820 SW Fairlawn Topeka KS, Large Conference Training Room | Managers & Supervisors | Participants will be introduced to modes & tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive & intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit & joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting & monitoring clear expectations of performance based upon customer-centered services & workforce efficiencies. |

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| 6/16/2020 - 6/17/2020 - 8:30 AM to 4:30 PM | Agile Project Management | \$245 | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://oits.ks.gov/kito/epmo/kito-project-management-training | Nickell Armory 288 SW Topeka Blvd Topeka | Project Managers | This 2-day course will examine the focus of energizing, empowering & enabling project teams to provide customer value in a strong Agile framework. Participants will examine the value & process to actively involve the customer in delivering features & functionality throughout the duration of the project. This course will explore actions which reinforce the ability to respond to a changing project environment while focusing on delivering high customer value in every project. |
| 6/17/2020 - 11:00 AM to 12:00 PM | Managing Worry & Anxiety | \$0* | KS Department of Health & Environment (KDHE) & ComPsych - Register online at: https://register.gotowebinar.com/register/4378574563678210307 | Online Webinar | All Employees | Worries are thoughts we have about the future that generate fear. They arrive in the form of a "what if?" & generate dire warnings about terrible consequences that await us. Unfortunately, these warnings we give ourselves are generally overblown & focused on hypothetical problems that probably won't happen. Chronic worry that begins to impact the quality of life becomes "anxiety" & well-intended suggestions to "stop worrying" or applying common stress management techniques are mostly ineffective. This training will address how worry habits develop & methods of intervening with worry & anxiety. |
| 6/23/2020 - 9:30 AM to 2:30 PM | Self Defense for State Employees with Hands on Activities (ID: 1081743) | \$0* | KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID# | Curtis State Office Building, Conference Room 530 | All Employees | This introductory training workshop will provide individuals education through presentations & hands on activities related to self defense principles & techniques. Participants will learn situational awareness techniques, simple self defense techniques and have the opportunity to demonstrate self defense techniques. The afternoon portion of the course focuses on the hands on activities. Participants can attend just the morning portion of the course if they do not wish to participate in the hands on activities. |
| 6/25/2020 - 8:30 AM to 3:30 PM | Project Management (RVHR3505) | \$0* | KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov | Zibell Building, 300 SW 29th Honeybee Rm Topeka | All Employees | Not just for managers! If you have ever painted a room in your house or coordinated the holiday luncheon, you already have experience in project management. This course will look at a structured approach to Project Management that will give you tips to improve your management skills as well as new ideas & approaches to team building. |
| 6/25/2020 - 8:30 AM to 4:30 PM | Tools for Crucial Conversations (T4CC) | \$0* | KS Department for Children & Families (DCF) - Miranda Lang at: Miranda.Lang@ks.gov For accommodations/questions contact Katrina Kosmala at: Katrina.Kosmala@ks.gov or (785) 368-7037. | DCF DDS 2820 SW Fairlawn Topeka KS, Large Conference Training Room | Managers & Supervisors | Participants will be introduced to modes & tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive & intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit & joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting & monitoring clear expectations of performance based upon customer-centered services & workforce efficiencies. |

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| 6/25/2020 - 10:30 AM to 11:30 AM | Developing Grit: Strategies for Success | \$0* | KS Department of Administration (DofA) and ComPsych - Register online at: https://www.surveymonkey.com/r/Strategies-4-Success | Landon State Office Building, Conference Rm 509 | All Employees | Grit is mental toughness. Grit is the ability to persevere to achieve difficult long-term goals. Grit is strongly associated with success in personal & professional life. Grit involves several elements: passion & purpose, development of habits & coping with unpleasant emotions such as fear, discouragement or embarrassment. This course will examine the nature of grit & identify specific methods for developing it. |
| 6/30/2020 - 8:30 AM to 11:30 AM | Generational Differences (RVHR4007) | \$0* | KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov | Zibell Building, 300 SW 29th Honeybee Rm Topeka | All Employees | Embracing the diversity of different generations is a must in today's workforce. To build strong work teams & associate relationships, you must strive to understand the differences that exist in the workplace. This informative & interactive workshop gives insight into the personality & job-related traits of the generations in the workforce today. |

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

July 2020 Course Information

| Date/Time | Course Title | Fee | Registration Contact | Location | Target Audience | Description/Purpose |
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| 7/6/2020- 7/10/2020 7/20/2020- 7/24/2020 and; 8/3/2020- 8/7/2020 - 8:30 AM to 4:30 PM | Kansas Project Management Methodology Certification | \$1,655 | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://oits.ks.gov/kito/epmo/kito-project-management-training | Nickell Armory 288 SW Topeka Blvd Topeka | Project Managers | This intensive course focuses on ways participants can run projects faster & more effectively. Participants will learn how to successfully create, monitor & guide the project's scope & critical path. Participants will diagnose & prevent problems such as scope creep, time slippage & team conflicts. All Project Management courses have been certified with the Project Management Institute (PMI). PMI is the world's largest project management association & administers a globally recognized Project Management Professional (PMP) credential program. PMP certification is the most widely recognized in the profession. This certification demonstrates a high level of expertise & knowledge of project management concepts and practices. By aligning course work with PMI, an organization knows that the training is founded on solid information & will support certifications which are globally recognized. <i>For certification as a State of Kansas IT Project Manager, the participant must complete all three weeks of class & successfully pass a final examination.</i> |
| 7/9/2020 - 8:30 AM to 11:30 AM | Performance Management Process (PMP) | \$0* | KS Department of Administration (DofA) - Register online at: https://www.surveymonkey.com/r/PMJuly2020 | Landon State Office Building, Conference Room 560 | Supervisors | This course reviews the entire Performance Management Process (PMP) from planning to reviewing & appraising. The course covers how to create meaningful task objectives & competencies. The workshop touches on special reviews, how to prepare good documentation, the progressive discipline model & regulations that support the process. This is the perfect workshop for new supervisors or those looking for a thorough review. |
| 7/14/2020 - 8:30 AM to 12:30 PM | Professionalism 101 (RVHR1400) | \$0* | KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov | Zibell Building, 300 SW 29th Honeybee Rm Topeka | All Employees | This course will cover composing solid cover letters, creating & updating portfolios & resumes, the interview process & what to do after the interview. |

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| 7/15/2020 - 8:30 AM to 11:30 AM | Expressing Yourself with Skill (RVHR1504) | \$0* | KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov | Zibell Building, 300 SW 29th Honeybee Rm Topeka | All Employees | Though conflict is viewed by many individuals & organizations as something that should be avoided, conflict is a natural result of working together. The key to maintaining positive working relationships is using the conflict that occurs in a positive way. It is only when individuals are allowed to draw out & value different points of view & discuss them in an open atmosphere that conflict becomes a successful ingredient in the workplace. In order to do this, it is helpful for employees to learn about positive communication. This course provides associates & supervisors the tools to Express Yourself with Skill. |
| 7/16/2020 - 10:30 AM to 11:30 AM | Emotional Intelligence | \$0* | KS Department of Administration (DofA) and ComPsych - Register online at: https://www.surveymonkey.com/r/Emotional-Intelligence2020 | Landon State Office Building, Conference Rm 509 | All Employees | Implementing discipline over our emotional life is difficult & requires lifelong practice. Being able to choose to act or respond in a particular manner is preferable to re-acting on a consistent basis, yet it is difficult. Enhancing emotional intelligence improves our ability to master our emotional functioning. High emotional intelligence can improve our communications with all others, enhance our perception of satisfaction with ourselves & our lives and increase our productiveness overall. Upon completion, participants will be able to describe the difference between intelligence & emotional intelligence & describe strategies for improving emotional intelligence. |
| 7/21/2020 - 8:30 AM to 11:30 AM | Dealing with Difficult People (RVHR1011) | \$0* | KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov | Zibell Building, 300 SW 29th Honeybee Rm Topeka | All Employees | This course will give you concrete ways to deal with the difficult people in your life. It provides specific strategies for getting adversaries to cooperate, bullies to back off, wallflowers to open up, chronic complainers to quiet down & it will demonstrate how your actions can be inadvertently creating the difficult people in your life! |
| 7/22/2020 - 12:30 PM to 4:00 PM and; 7/23/2020 - 8:30 AM to 12:00 PM | Presentation Skills (RVHR1308) | \$0* | KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov | Zibell Building, 300 SW 29th Honeybee Rm Topeka | All Employees | "According to most studies, people's number 1 fear is public speaking. Number 2 is death. Death is number 2. Does that sound right? This means to the average person, if you go to a funeral, you're better off in a casket than doing the eulogy." -Anonymous If you feel yourself relating to the above quotation, Presentation Skills is the course for you. With a maximum class size of 6, Presentation Skills provides a safe & supportive environment to develop & practice public speaking skills. The course will help presenters identify their strengths in preparing & delivering presentations. Some areas to be covered are: speaking fears & coping mechanisms, writing clear objectives, audience analysis, organization, visual aids & staging. Participants will complete a Presentation Skills Profile to assess areas of growth. Using the results of the Profile & the tools provided through a Presentation Skills Model, participants will develop & deliver a 5-10 minute presentation. Feedback over individual presentation will be given by the instructor & participants for later review by the presenter. This course will not only be beneficial to Managers, Supervisors & Team Leaders that give presentation often, but also useful for individuals that want to develop or hone their presentation skills. |

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| 7/23/2020 - 3:00 PM to 4:00 PM | Mindfulness: Being Present in Your Work & Life | \$0* | KS Department of Health & Environment (KDHE) & ComPsych - Register online at: https://register.gotowebinar.com/register/3052441494789630979 | Online Webinar | All Employees | The idea of mindfulness or being mindful is complete engagement in the present moment. It is a state where you are not thinking, reflecting, judging or deciding, but are instead simply experiencing the things currently in your available experience. In many ways people are largely unaware of our present moment, & often operate on "auto-pilot" to some degree. The auto-pilot mode is our default mode of operation. Even when we find ourselves in a pleasurable quiet moment we automatically begin to daydream about others, plan/worry about the future or ruminate about the past. We miss living in the present moment because we fail to pay attention to it. Mindfulness is about waking up to the present moment & paying attention to our experience. Learning mindfulness is not difficult; however, it is difficult to remember to do it. This webinar discusses mindfulness & how to incorporate its practice into your life. |
| 7/24/2020 - 9:00 AM to 5:00 PM | Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865) | \$0* | KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID# | KS Health & Environmental Laboratories Training Rm | All Employees | This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. NOTE: For participants wanting or requiring certification, a fee of \$38 will be assessed. Please contact Michael McNulty at Mike.McNulty@ks.gov , for any certification fee questions & payment. |

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

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August 2020 Course Information

| Date/Time | Course Title | Fee | Registration Contact | Location | Target Audience | Description/Purpose |
|--|---|------|--|--|---------------------------|--|
| 8/3/2020 - 10:00 AM to 11:30 AM | Stop the Bleed (ID: 1081985) | \$0* | KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID# | Curtis State Office Building, Conference Rm 530 | All Employees | Massive bleeding from any cause but particularly from an active shooter or explosive event where a response is delayed can result in death. Similar to how the general public learns & performs CPR, the public must learn proper bleeding control techniques, including how to use their hands, dressings & tourniquets. Victims can quickly die from uncontrolled bleeding, within five to 10 minutes. |
| 8/5/2020- 8/6/2020 - 8:30 AM to 4:30 PM | Leadership & Supervisory Issues (LSI) | \$0* | KS Department for Children & Families (DCF) - Miranda Lang at: Miranda.Lang@ks.gov For accommodations/questions contact Katrina Kosmala at: Katrina.Kosmala@ks.gov or (785) 368-7037. | DCF DDS 2820 SW Fairlawn Topeka KS, Large Conference Training Room | Managers & Supervisors | This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving & Communication. Participants learn & practice new knowledge & skills for on-the-job application through activities completed in the classroom. |

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| 8/11/2020 - 8:30 AM to 12:00 PM | On the Job Trainer (RVHR1060) | \$0* | KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov | Zibell Building, 300 SW 29th Honeybee Rm Topeka | All Employees | This course is a Train-the-On-the-Job Trainer workshop. It provides guidelines for planning & conducting effective on-the-job training sessions. On the Job Training is characterized as a less formal training method whose purposes is to provide trainees the skills required to perform their job. It is often facilitated by subject matter experts who do not have a background in training. This course will outline a 4-step plan that allows anyone to create on-the-job training programs that help employees develop essential skills & improve performance. |
| 8/11/2020 - 9:30 AM to 12:00 PM | Kansas Active Shooter Mitigation - KASM (ID: 1080936) | \$0* | KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID# | Curtis State Office Building, Conference Room 530 | All Employees | This course provides staff information & knowledge to address an active shooter or other violent act to help assure their safety. Participants will learn actions to take in response to an active shooter or other violent situation. This course is consistent with the KDHE security measures & internal directives. |
| 8/18/2020 - 8:30 AM to 11:30 AM | Left or Righty? (RVHR1503) | \$0* | KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov | Zibell Building, 300 SW 29th Honeybee Rm Topeka | All Employees | Ever wonder why a co-worker is habitually late to meetings & you are always 10 minutes early? Or why you like to keep lists of work to be done & your cube buddy uses post-it notes to keep track of assignments? Are you a Lefty or Righty? Is a unique time management course designed to provide you with techniques of staying organized that best fit your brain preference. During this course, you will discover whether you are left, or right brain dominant & which time management techniques fit your natural preferences. |
| 8/20/2020 - 8:30 AM to 4:30 PM | Tools for Crucial Conversations (T4CC) | \$0* | KS Department for Children & Families (DCF) - Miranda Lang at: Miranda.Lang@ks.gov For accommodations/questions contact Katrina Kosmala at: Katrina.Kosmala@ks.gov or (785) 368-7037. | DCF DDS 2820 SW Fairlawn Topeka KS, Large Conference Training Room | Managers & Supervisors | Participants will be introduced to modes & tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive & intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit & joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting & monitoring clear expectations of performance based upon customer-centered services & workforce efficiencies. |
| 8/20/2020 - 3:00 PM to 4:00 PM | Developing Grit: Strategies for Success in Work & Life | \$0* | KS Department of Health & Environment (KDHE) & CompPsych - Register online at: https://register.gotowebinar.com/register/2624205905026595075 | Online Webinar | All Employees | Grit is mental toughness. Grit is the ability to persevere to achieve difficult long-term goals. Grit is strongly associated with success in personal & professional life. Grit involves several elements: passion & purpose, development of habits & coping with unpleasant emotions such as fear, discouragement or embarrassment. This webinar will examine the nature of grit & identify specific methods for developing it. |

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| 8/27/2020 - 10:30 AM to 11:30 AM | Improving Your Memory | \$0* | KS Department of Administration (DofA) and ComPsych - Register online at: https://www.surveymonkey.com/r/lm proveMemory | Landon State Office Building, Conference Rm 509 | All Employees | Our ability to remember things is one of the most useful tools we have in our work & home lives, but the amount of things we are trying to remember at once can sometimes be overwhelming. What do you do if you have a bad memory? The truth is, most people don't have bad memories, they just haven't learned how to use their memory efficiently. Memory is a skill, & like any skill, with practice it can be developed & improved. This course offers participants tips & tools for improving their memory skills. |
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Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

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September 2020 Course Information

| Date/Time | Course Title | Fee | Registration Contact | Location | Target Audience | Description/Purpose |
|---------------------------------------|--|------|---|--|------------------|--|
| 9/8/2020 - 8:30 AM to 11:30 AM | Myers-Briggs Type Indicator (RVHR1000) | \$50 | KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov | Zibell Building, 300 SW 29th Honeybee Rm Topeka | All Employees | This course provides participants with an understanding of the purpose & benefits of the Myers-Briggs Type Indicator (MBTI) inventory as well as understanding their own MBTI personality type. During this course, participants will have an opportunity to complete the inventory, receive computer-scored results, receive an interpretation & compare their results with a self-assessment. The Myers-Briggs Type Indicator instrument is the most widely used & respected personality inventory in history. We can depend on this assessment when making important business, career, or personal decisions. The MBTI inventory helps you improve work & personal relationships, increase productivity & identify leadership & interpersonal communication preferences. The standard assessment uses 93 items to determine your preferences on 4 scales: <div> <div>Extraversion - Introversion</div> <div>Sensing - Intuition</div> <div>Thinking - Feeling</div> <div>Judging - Perceiving</div> </div> The MBTI classifies 16 different ways that we relate to each other & provides powerful insights into our own communication styles & the communication styles of others. |
| 9/10/2020 - 8:30 AM to 11:30 AM | Performance Management Process (PMP) | \$0* | KS Department of Administration (DofA) - Register online at: https://www.surveymonkey.com/r/PM PSep2020 | Landon State Office Building, Conference Room 560 | Supervisors | This course reviews the entire Performance Management Process (PMP) from planning to reviewing & appraising. The course covers how to create meaningful task objectives & competencies. The workshop touches on special reviews, how to prepare good documentation, the progressive discipline model & regulations that support the process. This is the perfect workshop for new supervisors or those looking for a thorough review. |

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| 9/15/2020-9/17/2020 - 8:30 AM to 4:30 PM | Agile Project Management with Scrum | \$350 | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://oits.ks.gov/kito/epmo/kito-project-management-training | Nickell Armory 288 SW Topeka Blvd Topeka | Project Managers | During this three-day course, participants will examine the beginning framework of Scrum, the roles responsibilities of team members & each aspect of running projects using Scrum methodologies. Participants will learn how to shift the roles from a traditional project manager to ScrumMaster. This course will also include situations to challenge participants with what Scrum is & is not. |
| 9/16/2020-9/17/2020 - 8:30 AM to 4:30 PM | Leadership & Supervisory Issues (LSI) | \$0* | KS Department for Children & Families (DCF) - Miranda Lang at: Miranda.Lang@ks.gov For accommodations/questions contact Katrina Kosmala at: Katrina.Kosmala@ks.gov or (785) 368-7037. | DCF DDS 2820 SW Fairlawn Topeka KS, Large Conference Training Room | Managers & Supervisors | This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving & Communication. Participants learn & practice new knowledge & skills for on-the-job application through activities completed in the classroom. |
| 9/24/2020 - 9:00 AM to 5:00 PM | Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865) | \$0* | KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID# | Curtis State Office Building, Conference Rm 530 | All Employees | This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. NOTE: For participants wanting or requiring certification, a fee of \$38 will be assessed. Please contact Jonathan Wood at Jonathan.Wood@ks.gov , for any certification fee questions & payment. |
| 9/24/2020 - 10:30 AM to 11:30 AM | Balancing Work & Life | \$0* | KS Department of Administration (DofA) and ComPsych - Register online at: https://www.surveymonkey.com/r/BalanceWork-Life | Landon State Office Building, Conference Rm 509 | All Employees | Using the philosophy that “those who are happy at home perform better on the job,” this course was developed for those who feel burdened with too many responsibilities & without enough time for personal enjoyment. This course will help participants explore & define home responsibilities, identify career requirements & prioritize leisure time. The resulting better balance will help achieve more in one’s career & at home. |
| 9/24/2020 - 3:00 PM to 4:00 PM | Tools to Handle Stress | \$0* | KS Department of Health & Environment (KDHE) & ComPsych - Register online at: https://register.gotowebinar.com/register/3108706803317836291 | Online Webinar | All Employees | This Stress Management course focuses on specific, practical activities to reduce stress. Whatever happens to be causing your stress, these techniques can help you cope. |

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| 9/29/2020 - 1:00 PM to 4:00 PM | Kansas Project Management Methodology Executive Overview | \$0 | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://oits.ks.gov/kito/epmo/kito-project-management-training | Nickell Armory 288 SW Topeka Blvd Topeka | Project Managers | This course introduces participants to the State of Kansas Project Management Methodology (PMM). Participants will learn how Project Management Methodology evolved in the State of Kansas. The course is designed to provide an understanding of project concepts, roles & responsibilities, the planning process, and project phases. Participants will learn the purpose of PMM & the importance of it to a project's success. The course also covers the importance of the roles & responsibilities of each team member on the project. Lastly, participants will be walked through all of the documentation that is submitted during planning, execution & close-out. |
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Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

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October 2020 Course Information

| Date/Time | Course Title | Fee | Registration Contact | Location | Target Audience | Description/Purpose |
|--|--|-------|--|--|---------------------|---|
| 10/6/2020 - 8:30 AM to 11:30 AM | Generational Differences (RVHR4007) | \$0* | KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov | Zibell Building, 300 SW 29th Honeybee Rm Topeka | All Employees | Embracing the diversity of different generations is a must in today's workforce. To build strong work teams & associate relationships, you must strive to understand the differences that exist in the workplace. This informative & interactive workshop gives insight into the personality & job-related traits of the generations in the workforce today. |
| 10/8/2020 - 8:30 AM to 11:30 AM | Performance Management Process (PMP) | \$0* | KS Department of Administration (DofA) - Register online at: https://www.surveymonkey.com/r/PMPOct2020 | Landon State Office Building, Conference Room 560 | Supervisors | This course reviews the entire Performance Management Process (PMP) from planning to reviewing & appraising. The course covers how to create meaningful task objectives & competencies. The workshop touches on special reviews, how to prepare good documentation, the progressive discipline model & regulations that support the process. This is the perfect workshop for new supervisors or those looking for a thorough review. |
| 10/9/2020 - 10:00 AM to 11:30 AM | Stop the Bleed (ID: 1081985) | \$0* | KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID# | Curtis State Office Building, Conference Rm 530 | All Employees | Massive bleeding from any cause but particularly from an active shooter or explosive event where a response is delayed can result in death. Similar to how the general public learns & performs CPR, the public must learn proper bleeding control techniques, including how to use their hands, dressings & tourniquets. Victims can quickly die from uncontrolled bleeding, within five to 10 minutes. |
| 10/13/2020 - 8:30 AM to 4:30 PM | Project Risk Management | \$140 | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://oits.ks.gov/kito/epmo/kito-project-management-training | Nickell Armory 288 SW Topeka Blvd Topeka | Project Managers | This course will teach participants how to examine & measure objectives within cost, schedule & cultural issues. Risk for this program is examined as defining the probability of the project. This course will examine risk identification, risk communication & risk planning. |

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| 10/14/2020-10/15/2020 - 8:30 AM to 4:30 PM | Leadership & Supervisory Issues (LSI) | \$0* | KS Department for Children & Families (DCF) - Miranda Lang at: Miranda.Lang@ks.gov For accommodations/questions contact Katrina Kosmala at: Katrina.Kosmala@ks.gov or (785) 368-7037. | DCF DDS 2820 SW Fairlawn Topeka KS, Large Conference Training Room | Managers & Supervisors | This course is a highly interactive course which includes the following topics: Creating a Positive Work Environment; Appreciating Diversity; Teamwork; Conflict Management; Coaching; Feedback; Problem Solving & Communication. Participants learn & practice new knowledge & skills for on-the-job application through activities completed in the classroom. |
| 10/14/2020-10/15/2020 - 8:30 AM to 4:40 PM | Project Risk Management Advanced | \$245 | KS Information Technology Office (KITO) - Carolynn Ingram at: Carolynn.Ingram@ks.gov Visit online at: http://oits.ks.gov/kito/epmo/kito-project-management-training | Nickell Armory 288 SW Topeka Blvd Topeka | Project Managers | This 2-day course will review the basic concepts of project risk & project risk management & then dig deeper into identifying risks & strategizing solutions for those risks. Participants will explore tools & techniques for collecting, analyzing, implementing & monitoring data & the responses to combat risk. |
| 10/22/2020 - 10:30 AM to 11:30 AM | Happiness: A Key to Life's Satisfaction | \$0* | KS Department of Administration (DofA) and ComPsych - Register online at: https://www.surveymonkey.com/r/Happiness2020 | Landon State Office Building, Conference Rm 509 | All Employees | Why do some people seem happy & others just seem miserable all the time? Science suggests that each person has a range in their capacity to experience happiness & that range is different for each person. However, it is possible to live our lives in the upper end of that range if we apply ourselves & follow certain principles. There is no one key to happiness but a set of principles that are critical to follow. This course incorporates a brief happiness questionnaire, a description of the various factors associated with happiness & concludes with a substantive discussion of specific ways to increase your happiness potential. |
| 10/22/2020 - 3:00 PM to 4:00 PM | "Let's Talk Politics": How to Have Impassioned Disagreements Without Damaging Relationships | \$0* | KS Department of Health & Environment (KDHE) & ComPsych - Register online at: https://register.gotowebinar.com/register/7192154450412657667 | Online Webinar | All Employees | Most people believe their social & political views are based on fact & reflect their important values. Therefore, having conversations about sensitive topics such as politics, racism, & social issues can cause strain on relationships with friends, family & co-workers. Instead of allowing political discussions to destroy these relationships, what if we could use these conversations to examine our own beliefs, look at facts & find common ground? |
| 10/28/2020 - 8:30 AM to 4:30 PM | Tools for Crucial Conversations (T4CC) | \$0* | KS Department for Children & Families (DCF) - Miranda Lang at: Miranda.Lang@ks.gov For accommodations/questions contact Katrina Kosmala at: Katrina.Kosmala@ks.gov or (785) 368-7037. | DCF DDS 2820 SW Fairlawn Topeka KS, Large Conference Training Room | Managers & Supervisors | Participants will be introduced to modes & tools that will enhance their ability to deal with difficult conversations. Dealing with a variety of scenarios which reflect conflict in the workplace, participants will be given the opportunity to be prepared to respond in a more positive & intentional way. Engaging in discussion that leads to two-way communication, dialogue, shared interests, mutual benefit & joint solutions for success will be important for participants. The outcomes proposed for the participants: successful application of skills in many workplace settings, including setting & monitoring clear expectations of performance based upon customer-centered services & workforce efficiencies. |

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November 2020 Course Information

| Date/Time | Course Title | Fee | Registration Contact | Location | Target Audience | Description/Purpose |
|---|---|------|---|--|------------------|--|
| 11/3/2020 - 12:30 PM to 4:00 PM and; 11/4/2020 - 8:30 AM to 12:00 PM | Presentation Skills (RVHR1308) | \$0* | KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov | Zibell Building, 300 SW 29th Honeybee Rm Topeka | All Employees | "According to most studies, people's number 1 fear is public speaking. Number 2 is death. Death is number 2. Does that sound right? This means to the average person, if you go to a funeral, you're better off in a casket than doing the eulogy." -Anonymous If you feel yourself relating to the above quotation, Presentation Skills is the course for you. With a maximum class size of 6, Presentation Skills provides a safe & supportive environment to develop & practice public speaking skills. The course will help presenters identify their strengths in preparing & delivering presentations. Some areas to be covered are: speaking fears & coping mechanisms, writing clear objectives, audience analysis, organization, visual aids & staging. Participants will complete a Presentation Skills Profile to assess areas of growth. Using the results of the Profile & the tools provided through a Presentation Skills Model, participants will develop & deliver a 5-10 minute presentation. Feedback over individual presentation will be given by the instructor & participants for later review by the presenter. This course will not only be beneficial to Managers, Supervisors & Team Leaders that give presentation often, but also useful for individuals that want to develop or hone their presentation skills. |
| 11/5/2020 - 8:30 AM to 11:30 AM | Expressing Yourself with Skill (RVHR1504) | \$0* | KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov | Zibell Building, 300 SW 29th Honeybee Rm Topeka | All Employees | Though conflict is viewed by many individuals & organizations as something that should be avoided, conflict is a natural result of working together. The key to maintaining positive working relationships is using the conflict that occurs in a positive way. It is only when individuals are allowed to draw out & value different points of view & discuss them in an open atmosphere that conflict becomes a successful ingredient in the workplace. In order to do this, it is helpful for employees to learn about positive communication. This course provides associates & supervisors the tools to Express Yourself with Skill. |
| 11/6/2020 - 10:30 AM to 11:30 AM | Great Minds | \$0* | KS Department of Administration (DofA) - Craig Kibbe at: Craig.Kibbe@ks.gov | Landon State Office Building, Conference Rm 560 | All Employees | Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend. |
| 11/10/2020 - 8:30 AM to 11:30 AM | Coping with Stress (RVHR1503) | \$0* | KS Department of Revenue (KDOR) - George Waters at: George.Waters@ks.gov | Zibell Building, 300 SW 29th Honeybee Rm Topeka | All Employees | Stress is a common feeling we all experience at times. Some stress is good for us & helps us to perform our best. But when we are under too much stress for too long, our performance decreases & our overall health & wellbeing is affected. This interactive course will help you identify & manage stress, set limits, problem-solve & engage in self-care. |

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| 11/18/2020 - 10:30 AM to 11:30 AM | Strengthening Your Ability to Empathize | \$0* | KS Department of Administration (DofA) and ComPsych - Register online at: https://www.surveymonkey.com/r/Em pathize2020 | Landon State Office Building, Conference Rm 509 | All Employees | Everyone has heard the saying to “walk in their shoes.” It is one of the simplest explanations of empathy. Understanding other peoples’ outlook, being able to recognize their emotions & being sensitive to their situation is vital to communicate more effectively& build better relationships. This course will address ways to improve your capacity to demonstrate empathy. |
| 11/19/2020 - 8:30 AM to 11:30 AM | Performance Management Process (PMP) | \$0* | KS Department of Administration (DofA) - Register online at: https://www.surveymonkey.com/r/PM PNov2020 | Landon State Office Building, Conference Room 560 | Supervisors | This course reviews the entire Performance Management Process (PMP) from planning to reviewing & appraising. The course covers how to create meaningful task objectives & competencies. The workshop touches on special reviews, how to prepare good documentation, the progressive discipline model & regulations that support the process. This is the perfect workshop for new supervisors or those looking for a thorough review. |
| 11/19/2020 - 3:00 PM to 4:00 PM | Gratitude: A Skill for Happier Living | \$0* | KS Department of Health & Environment (KDHE) & ComPsych - Register online at: https://register.gotowebinar.com/#reg ister/5623783576762316035 | Online Webinar | All Employees | Gratitude is a skill anyone can learn as an alternative to regret & fear. We can focus on the positive elements of our lives with a few simple practices. Providing sincere compliments can help us build relationships & be grateful for others. Rather than being grateful because we "ought to," we can choose gratitude as a way of looking forward to each day. |
| 11/20/2020 - 9:00 AM to 5:00 PM | Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865) | \$0* | KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID# | Curtis State Office Building, Conference Rm 530 | All Employees | This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. NOTE: For participants wanting or requiring certification, a fee of \$38 will be assessed. Please contact Jonathan Wood at Jonathan.Wood@ks.gov , for any certification fee questions & payment. |

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

*Any costs associated with providing this training are underwritten by the hosting agency. Individual agencies are responsible for their employees travel expenses.

December 2020 Course Information

| Date/Time | Course Title | Fee | Registration Contact | Location | Target Audience | Description/Purpose |
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| 12/11/2020 - 10:00 AM to 11:30 AM | Stop the Bleed (ID: 1081985) | \$0* | KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/ , register/login, & look up by Course ID# | Curtis State Office Building, Conference Rm 530 | All Employees | Massive bleeding from any cause but particularly from an active shooter or explosive event where a response is delayed can result in death. Similar to how the general public learns & performs CPR, the public must learn proper bleeding control techniques, including how to use their hands, dressings & tourniquets. Victims can quickly die from uncontrolled bleeding, within five to 10 minutes. |

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| 12/17/2020 - 3:00 PM to 4:00 PM | Managing Holiday Stress | \$0* | KS Department of Health & Environment (KDHE) & ComPsych - Register online at: https://register.gotowebinar.com/#register/6243014232003177475 | Online Webinar | All Employees | The approaching holiday season brings many expectations. Often this makes us feel like we are being pulled in a hundred different directions. There are office parties to attend, family get-togethers to schedule, children's holiday recitals & gifts to buy. The holidays can be one of the happiest times of the year, yet it can also be one of the most stressful. Maintaining balance & keeping stress from overwhelming you are the keys to an enjoyable holiday season. This webinar provides an overview of common stressors people encounter during the holidays, & offers "stress buster" tips to help you get the most possible enjoyment out of the season. |
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Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

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